

**Subpart B—Paying for Common Carrier Transportation**

**§ 301–51.100 What method of payment must I use to procure common carrier transportation?**

You must use a Government contractor-issued individually billed travel

card, centrally billed account, or GTR to procure contract passenger transportation services. For all other common carrier transportation, you must use one of the methods specified in the following table:

For passenger transportation services costing	You must use	Unless
(a) \$10 or less, and air excess baggage charges of \$15 or less for each leg of a trip.	A Government contractor-issued individually billed travel card, centrally billed account, or	Use of the Government contractor-issued individually billed travel card is not accepted or its use is impracticable, special circumstances justify the use of a GTR or Government excess baggage authorization ticket (GEBAT).
(b) More than \$10, but not more than \$100.	A Government contractor-issued individually billed travel card, centrally billed account, or GTR.	None of the other methods are practicable, you may use cash.
(c) More than \$100 .....	Only a Government contractor-issued individually billed travel card, centrally billed account, or GTR.	Your agency authorizes you to use a reduced fare for group, charter, or excursion arrangements or under emergency circumstances where the use of other methods is not possible.

[63 FR 15968, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

**§ 301–51.101 Which payment methods are considered the equivalent of cash?**

Use of one of the following payment methods of this section to procure common carrier transportation is considered the equivalent of cash and you must comply with the rules in 41 CFR 101–41.203–2 that limit the use of cash for such purposes.

- (a) Personal credit cards;
- (b) Cash withdrawals obtained from an ATM using a Government contractor-issued individually billed travel card; and
- (c) Checks, both personal and travelers (including those obtained through a travel payment system services program).

[63 FR 15968, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

**§ 301–51.102 How is my transportation reimbursement affected if I make an unauthorized cash purchase of common carrier transportation?**

If you are a new employee or an infrequent traveler who is unaware of proper procedures for purchasing common carrier transportation, your agency may allow reimbursement for the full cost of the

transportation. In all other instances, your reimbursement will be limited to the cost of such transportation using the authorized method of payment.

[63 FR 15968, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

**§ 301–51.103 What is my liability if I lose a GTR?**

You are liable for any Government expenditure that is caused by your negligence in safeguarding the GTR or tickets received in exchange for the GTR. To avoid liability, immediately report a lost or stolen GTR to your administrative office. If the lost or stolen GTR shows the carrier service desired, and point of origin, promptly notify in writing the named carrier and other local initial carriers. Do not use a GTR that is recovered after having been reported as lost or stolen. Instead, report the recovered GTR to your administrative office.

[63 FR 15968, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

**Subpart C—Receiving Travel Advances**

**§ 301–51.200 For what expenses may I receive a travel advance?**

## Temp. Duty Travel Allowances

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For	You may receive an advance
<p>(a) Cash transaction expenses (i.e., expenses that as a general rule cannot be charged and must be paid using cash, a personal check, or travelers check).</p> <p>(1) M&amp;IE covered by the per diem allowance or actual expenses allowance;</p> <p>(2) Miscellaneous transportation expenses such as local transportation system and taxi fares; parking fees; ferry fees; bridge, road, and tunnel fees; and aircraft parking, landing, and tie-down fees;</p> <p>(3) Gasoline and other variable expenses covered by the mileage allowance for advantageous use of a privately owned automobile for official business; and</p> <p>(4) Other authorized miscellaneous expenses that cannot be charged using a Government contractor-issued charge card and for which a cost can be estimated.</p> <p>(b) Non-cash transaction expenses (i.e., lodging, common carrier).</p>	<p>Any time you travel.</p> <p>Only in the following situations:</p> <p>(1) <i>Government contractor-issued charge card not expected to be accepted.</i></p> <p>(2) <i>Government contractor-issued charge card issuance denied.</i> Your agency has decided not to provide you a contractor-issued individually billed travel card.</p> <p>(3) <i>Official change of station.</i> Your agency determines that use of a contractor-issued individually billed travel card would not be feasible incident to a transfer, particularly a transfer to another agency.</p> <p>(4) <i>Financial hardship would be incurred.</i></p>

[63 FR 15968, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

### § 301-51.201 What is the maximum amount that my agency may advance?

The amount your agency advances you may not exceed the following amounts:

For	The maximum amount your agency may advance is
Cash transaction expenses .....	The estimated amount of your cash transaction expenses. (For M&IE, your advance is limited to the M&IE rate under the lodgings-plus per diem method.)
Non-cash transaction expenses (See § 301-51.200(b)).	Generally zero. However, your agency may advance up to the full amount of your expected non-cash transaction expenses for an individual trip (or not to exceed a 45-day period for an open authorization) in accordance with § 301-51.200(b).

[63 FR 15968, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

### § 301-51.202 When must I account for my advance?

You must file a travel claim which accounts for your advance after completion of your assignment, in accordance with your agency's policy. If you are in a continuous travel status (e.g., an auditor or inspector) or if you submit periodic reimbursement vouchers on an individual trip authorization, your agency may reimburse you the full amount of your travel expenses without any deduction of your advance until such time as you file a final voucher. If the amount advanced is less than the amount of the voucher on which it is deducted, you will be reimbursed the net amount. If the advance exceeds the reimbursable amount, you must immediately refund the excess.

### § 301-51.203 What must I do about my advance if my trip is canceled or postponed indefinitely?

Promptly notify the appropriate agency officials and refund any monies advanced in connection with the authorized travel.

## PART 301-52—CLAIMING REIMBURSEMENT

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301-52.1 Must I file a travel claim?

301-52.2 What information must I provide in my travel claim?

301-52.3 Am I required to file a travel claim in a specific format and must the claim be signed?

301-52.4 What must I provide with my travel claim?